

~~CONFIDENTIAL~~

6-2465

NOV 15 1954

MEMORANDUM FOR: Deputy Director (Administration)

25X1A

SUBJECT: Proposed [REDACTED] Telephones, CIA Telephone Directory

1. The attached Notice regarding the January 1955 CIA Telephone Directory is submitted for authentication.
2. Subject Notice was prepared by the Logistics Office in order to alert all Agency components of the cut-off date for submission of all changes, additions, and deletions to be reflected in the January edition of the Agency Telephone Directory.
3. A Notice including the same information as contained in the attached Notice is required prior to the preparation of quarterly issues of the CIA Telephone Directory. It is suggested that consideration be given to publishing subsequent Notices regarding the CIA Telephone Directories without formal authentication. If you approve this procedure, it will be appreciated if you indicate your concurrence on this memorandum as lending authenticity to the automatic publication of these Notices in the future without formal authentication.

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[REDACTED]
Chief, Regulations Control Staff

DO NOT CONCUR

Inasmuch as Regulations Control has 90 days in which to prepare such a Notice and submit for signature I see no reason why it isn't appropriate to continue present procedure.

/s/

LKW

16 Nov 54

Deputy Director (Administration)

Date _____

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